

## Job Description

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|------------|------------------------------------------|-------------------|----------------------------------|
| Job Title  | CNA                                      | Position Type     | Full-time, Hourly,<br>Non-Exempt |
| Department | Hospice - Helena, MT and/or<br>Butte, MT | Direct Supervisor | Director of Clinical<br>Services |

### Job Summary

The hospice certified nursing aide (CNA) works under the supervision of a registered nurse and performs various services for a patient as necessary to meet the patient's needs and promote comfort. The CNA is responsible for observing the patient and reporting the observations and documenting the care performed.

### Responsibilities

- 1.) Perform personal care needs after given a patient assignment and attending to patient needs in a timely manner.
- 2.) Ensure the safety of the patient by using equipment properly and in a safe manner.
- 3.) Give personal care baths, oral hygiene, shampoos, and changing of bed linen as often as assigned.
- 4.) Assist in dressing and undressing patients as assigned.
- 5.) Help with planning meals and assist in feeding patients as assigned.
- 6.) Provide proper care and observation of patient's skin to prevent breakdown of tissue and mitigate potential issues.
- 7.) Assist in ambulation and exercise as instructed by the hospice nurse or therapist.
- 8.) Provide normal range of motion and transfer/positioning as directed.
- 9.) Assist with self-administered medications as allowed by State of Montana regulations.
- 10.) Offer assistance with bedpans and urinals.
- 11.) Provide respite for patient's family/caregiver when on-site as necessary.
- 12.) Adhere to the organization's documentation and care procedures and standards of personal and professional conduct.

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| <p>13.) Participate in quality assessment performance improvement teams and activities.</p> <p>14.) Assess and report patient's condition and changes to the RN.</p> <p>15.) Other duties as assigned.</p> |
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### **Job Conditions**

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| <p>1.) Full-time position based in Helena, MT or Butte, MT</p> <p>2.) Prolonged walking and/or standing.</p> <p>3.) Ability to lift, position and/or transfer patients.</p> |
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### **Qualifications**

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| <p>1.) Meet the training requirements of the State of Montana.</p> <p>2.) Complete a minimum of 75 hours of classroom and supervised practical training.</p> <p>3.) Must have an active Montana Driver's License and have an automobile that is insured and in good working order.</p> <p>4.) 2 years of CNA experience in hospice, home health, or long-term care is preferred</p> <p>5.) Excellent observation, verbal and written communication skills, problem solving skills, and nursing skills per appropriate competency checklists.</p> <p>6.) Ability to lift, position and/or transfer patients, supplies and equipment.</p> |
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### **Acknowledgment**

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|--------------------|------|
| Employee Name      |      |
| Employee Signature | Date |